

## LETTER OF APPLICATION

<b>Opening</b>	Dear Sir/Madam, Dear Mr Smith, / Mrs Smith, / Miss Smith, / Ms Smith,
<b>Reason for writing</b>	I am writing to apply for the position of... as advertised in... I am writing with reference to your advertisement which I saw in the Daily Star of May 11 <sup>th</sup> .
<b>Education</b>	As you can see in my résumé, I graduated from Barcelona University last year with a degree in... I have a 4-year college degree in... from the University of Malaga. In addition to that, I have a Master's Degree in.... I have also completed a course on...
<b>Work experience</b>	I am currently working as a... / in... I have been working for ... for the last four years. I worked part-time for three years in...
<b>Why are you a good candidate?</b>	I believe I meet all the requirements for this position.
<b>What other talents or qualities do you have?</b>	I enjoy working with people and I am known for my... I am good at... I consider myself to be... and...
<b>Closing remarks</b>	Please do not hesitate to contact me if/should you require further information. I would appreciate your consideration for this job opening. I am available for interview at your convenience.
<b>Ending</b>	Sincerely, Yours faithfully,

### Examples of Cover Letters:

- Student's Book: page 49
- Workbook: page 26
- Successful Writing Book: page 27, 28 and 29

# Wilma Flinstone

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## EDUCATION

2003            **University of Malaga, Spain**  
**MA in English Language & Literature**

2001            **University of Malaga, Spain**  
**BA in Foreign Languages**  
Major: English

## WORK EXPERIENCE

2010 -            **Far Far Away High School, Spain**  
present        **ESL Teacher**

- Design lesson plans and deliver lessons for multi-level, multi-lingual classrooms.
- Maintain and update the English language resource library.

2006 - 2010    **Prince Charming Primary School, Spain**  
**Teacher of French and ESL**  
Designed lesson plans and delivered lessons for multi-level, multi-lingual classrooms.

## RELATED EXPERIENCE

Nov. 2004 –    **The Princess College, Santander (Spain)**  
July 2005       **Administrative Assistant**  
Provided secretarial support to the Principal. Maintained student files. Maintained billing records.

## ADDITIONAL TRAINING (workshops, seminars, training courses)

- 'Strategies for Teaching & Learning Foreign Languages'
- 'Designing Effective Lesson Plans'

## INTERNATIONAL EXCHANGE PROGRAMS & SCHOLARSHIPS

1999-2000       **EU Erasmus Scholarship**, University of Portsmouth (UK).  
2002-2004       **FLAs Fellowship Program**, Leeds (UK)  
2011            **Grundtvig Grant (EU Funding Program for Educational & Cultural Exchanges)**, Oxford (UK)

## ADDITIONAL INFORMATION

2006 -present    **President of the Book Club "Books, Best Friends"**  
I organise a reading group that meets up every two weeks at 'The Globe Bookstore & Cafe'

Referees            **Mr Fred Flinstone** (speaks Spanish & English)  
Principal at *Far Far Away School* (current employer)  
30, Fuente María Gil 29680 Estepona (Spain)  
Work no.: (011 34) 69953688 - [fred@flinstone.com](mailto:fred@flinstone.com)

*Computer skills, driver's license, foreign languages skills (spoken/written), hobbies&interests.....*